

# Bergen Junior Academy



## PARENT/STUDENT HANDBOOK

## SCHOOL PERSONNEL

### FACULTY/STAFF

#### *Employee Name*

#### *Position*

Henrietta Bishop	Principal/Preschool Director
Shelia Faison	Administrative Assistant/Bookkeeper
Valerie McCarter	TK/Kindergarten/1 <sup>st</sup> Grade Teacher
Pamela McKinley	2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> Grade Teacher
Brenda Gissentaner-Borden	4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Grade Teacher
Henrietta Bishop	7 <sup>th</sup> /8 <sup>th</sup> Grade Teacher

### SCHOOL BOARD

#### *Member Name*

#### *Position*

Brian Wise	Chairman
Sammie Johnson	Co-Vice Chairman
Huey Rowe-Anderson	Co-Vice Chairman
Henrietta Bishop	Secretary
Angela Johnson	Treasurer
Jeffrey Phipps	Technology
Mary Martin	Home & School Leader – Berean Church
Tonnette Reid	Home & School Leader – Northeast Church
David Smith	Pastor – Berean Church
Ezra Mendinghall	Pastor – Northeast Church
Casey Ricks	Pastor – Trinity Church
Marvin McLean	Pastor – Gastonia Church
Christopher Whittaker	Pastor – New Life Church
Clint Watson	Member - Berean
Ronald Neifert	Member – Berean
Barbara Lucas	Member – Berean

## TABLE OF CONTENTS

1.	History of BJA.....	Pg. 1
2.	Berean Junior Academy Philosophy.....	Pg. 1
3.	Berean Junior Academy Objectives.....	Pg. 1
4.	Accreditation.....	Pg. 3
5.	Admission.....	Pg. 4
6.	Application/Registration Process.....	Pg. 4-6
7.	Payment/Refund Policies.....	Pg. 6-7
8.	Attendance.....	Pg. 8-9
9.	Student Dismissal.....	Pg. 9
10.	Before/After School.....	Pg. 9
11.	Inclement Weather Procedures.....	Pg. 10
12.	Parent/Teacher Conferences.....	Pg. 10
13.	Achievement Testing.....	Pg. 10
14.	Lunches.....	Pg. 10
15.	Gum Policy.....	Pg. 11
16.	Medication Dispensing Policy.....	Pg. 11-12
17.	Student Insurance.....	Pg. 12-13
18.	Field/Class Trips.....	Pg. 13
19.	Telephone Usage.....	Pg. 13
20.	Visitor Policy.....	Pg. 14
21.	Program of Studies and Evaluation.....	Pg. 14-16
22.	Homework.....	Pg. 16
23.	Progress Reports.....	Pg. 17
24.	Standards of Conduct.....	Pg. 18
25.	Discipline.....	Pg. 18-21
26.	Sexual Harassment.....	Pg. 21
27.	Interpretation of School Policy.....	Pg. 21
28.	Grievance Protocol.....	Pg. 22-23
29.	Personal Property Disclaimer.....	Pg. 23
30.	Dress Codes/Personal Appearance.....	Pg. 23-26
31.	Handbook Contract.....	Pg. 27
32.	Internet Usage/Agreements.....	Pg. 28-34

***This handbook was last amended on August 1, 2014***

## **HISTORY OF BJA**

Berean Junior Academy was founded by the Berean S.D.A. Church and is supported through the subsidy provided by two constituent Seventh-day Adventist churches, namely, the Berean S.D.A. Church and the Charlotte Northeast S.D.A. Church. Seventh-day Adventist education at Berean Junior Academy began in Charlotte in 1933, making us the oldest African-American Christian academy in Mecklenburg County. The academy has been located at two other sites before moving to its present site on Beatties Ford Road in 1989.

## **BEREAN JUNIOR ACADEMY PHILOSOPHY/MISSION**

The philosophy of Berean Junior Academy is to provide a sound, Christ-centered, uniquely Seventh-day Adventist education, in which the student is taught to cherish the practical teachings of the Bible and Spirit of Prophecy maintaining at the same time a high degree of academic excellence.

We believe that our school should not only prepare our youth to be leaders in our church and in our society, but also to be heirs in the world to come. To provide such an education, this school recognizes that the parent's role is very important in the development of the students.

*"In the formation of character no other influence counts so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the efforts of the parents and teachers to cooperate." Education, pg. 283.*

## **BEREAN JUNIOR ACADEMY OBJECTIVES**

1. To encourage our Students to develop a personal relationship with Christ, thus forming a Christian character.
2. To encourage the development of responsibility to God, fellow men, and country.
3. To promote a strong sense of self-worth for each student.
4. To promote excellence in scholarship and achievement.
5. To encourage the highest standards of health, physical growth and social development.
6. To encourage a useful work ethic.

## **PARENTS**

This handbook is published under the authorization of the school board of Berean Junior Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. All requests by non-school board members for changes or revisions in the policies of the next handbook may be submitted in writing or, by request, permission may be obtained to make a presentation to the school board by no later than the last day of January of each year.

The school board reserves the right to change and/or add to any policy or regulation contained in this book. As these changes are made, parents will be notified through the school newsletter "the BJA Gazette."

We encourage parents to read carefully all regulations. Great responsibility rests upon our parents in carrying out the Christian principles upon which our school operates.

We would especially like to encourage our parents to utilize the many keys to your child's development, namely:

1. Daily prayer and family worship
2. Regular and punctual attendance
3. 8 to 10 hours of sleep every night
4. A good breakfast, part of a nutritionally sound diet
5. Daily cleanliness of both body and clothes
6. Proper dental care, eye care, and other efforts to minimize any physical defects
7. Encourage doing homework and recognize progress
8. A balanced schedule that minimizes TV, includes participation in school programs, promotes exercise, and other wholesome activities
9. Positive attitude toward church and school
10. Regular parent-teacher conferences.

## **AFFILIATION**

Seventh-day Adventists operate the broadest Protestant Church-related system of education in the world. Scattered among more than one hundred countries are more than 900,000 students, 47,000 educators, and almost 6,000 institutions. The church

(3)

operates forty colleges and universities, including three medical schools, which offer recognized graduate degrees.

## **ACCREDITATION**

Berean Junior Academy is accredited through the following national agencies:

National Council for Private School Accreditation  
North American Division Board of Regents

As a state recognized educational facility, we follow the adopted North Carolina guidelines for length of school year, attendance policy, student transfers, Kindergarten entry, and immunization records. We are also inspected yearly by the local fire department and the county health department.

Berean Junior Academy is also accredited and supervised by the following bodies:

North Carolina Department of Education  
Division of Non-Public Education  
116 West Jones Street  
Raleigh, NC 27603

South Atlantic Conference of Seventh-day Adventists  
Department of Education  
293 Hamilton E. Holmes, Dr., N.W.  
Atlanta, GA 30318

Southern Union Conference of Seventh-day Adventists  
Department of Education  
P.O. Box 849  
Decatur, GA 30031

## **ADMITTANCE**

This school is open to all persons who possess a good moral character and demonstrate both reverence and a willingness to wholeheartedly observe all regulations of the school. Membership in the Seventh-day Adventist Church is not required, but it is

(4)

understood that everyone who is accepted thereby pledges to observe the regulations of the school and respect the standards and ideals of the denomination.

BJA is established primarily for Berean Junior Academy constituent church members, followed by Adventist non-constituents. Remaining space will be filled by students meeting regular admission requirements. Seventh-day Adventist schools have not been established for the purpose of offering special education; therefore they are **unable to accept students who have serious physical, scholastic, or behavioral problems.**

Each classroom has a maximum number of students, which is determined by fire marshal regulations and conference guidelines. If the classroom is at the maximum, the prospective student will be placed on a waiting list.

Berean Junior Academy admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Furthermore, this institution does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or extra-curricular programs.

Students who desire admission to Berean Junior Academy must pledge to uphold Christian standards in speech and actions, both in and out of school.

All new students are admitted to BJA on a one-month trial basis. Behavioral or learning problems are occasionally identified, which would make it inadvisable for a student to continue at BJA. Parents or guardians may be asked to withdraw that student after a conference with the student's teacher(s) and the principal.

Every student entering Pre-Kindergarten must be at least 2 ½ years old. Each student entering Kindergarten must be 5 years old by August 30<sup>th</sup> and each student entering first grade must be 7 years old, on or before August 30<sup>th</sup>.

## **APPLICATION**

All pupils entering formal schooling for the first time must furnish:

- a. A completed application form
- b. A copy of his/her birth certificate
- c. A copy of his/her Social Security Card

(5)

- d. A current record of up-to-date immunizations, as required by the state of North Carolina. This includes the completion of the Hepatitis B series of immunizations (3 doses) required for any student after January 1, 1992.
- e. By September 15: a current physical examination performed by a licensed physician.

All new students transferring to this school must provide the following information:

- a. All current registration information and forms (including transcripts request)
- b. A physical examination performed by a licensed physician
- c. A current record of up-to-date immunizations, as required by the state of North Carolina.

Grade placement for students transferring from home schools will be dependent upon the results of a standardized placement test as well as subsequent review by the staff. Final placement will be determined, within a month (20 school days) of entrance. Students whose records are not received within two weeks of entrance will be subject to the grade placement policy stated above.

All admissions must be approved by the school principal and/or school board. In special cases where a new student may have a learning disability or a previous record of disciplinary problems, final approval will be granted no later than one month after the registration of the child. Students who fail to comply with the above requirements will not be allowed to attend classes.

## **FINANCIAL AND REGISTRATION INFORMATION**

All students must submit a formal application that is subject to final approval by the School Board. Permanent acceptance and classification are subject to receiving an official transcript of credits from the previous school and referrals from the previous teacher and administrator.

Before a student may be placed in a classroom, the school must have:

- Completed current application form
- Financial agreement and handbook contract
- Registration fee and first month tuition payment
- Consent to Treatment Form

(6)

BJA holds as a priority the provision of a Christian education for the families of the Seventh-day Adventist Church. The registration and tuition fees required for attendance reflect only a portion of the total cost of providing that education. The members of the Berean Seventh-day Adventist Church, the Northeast Seventh-day Adventist Church, and the South Atlantic Conference of Seventh-day Adventists play key roles in keeping the cost of private Christian education affordable to members. The difference in constituent and non-Seventh-day Adventist tuition rates reflect the additional commitment members of the Seventh-day Adventist Church make to education in the form of tithes and offerings.

Berean Junior Academy operates on a tight budget. Our rates for quality education are among the lowest among private schools in Charlotte. We pay our monthly bills from monthly income received for services rendered and the subsidies from the Berean and Northeast Seventh-day Adventist Churches. If we do not receive income, we cannot pay our monthly bills. Therefore, we encourage you to keep your account up to date so we can meet our commitments.

## **PAYMENT POLICIES**

1. A Payment Discount has been established for parents who wish to pay their tuition in full for the year or in part by semester. A 10% discount will be offered to parents paying the full year's tuition up front. A 5% discount will be offered to parents paying in full by semester. To qualify for this discount, ALL CHARGES listed on the statement must be paid in full by the 10th of the month. The amount of the discount is listed in the enclosed "Schedule of Fees." Discounts are not given for Children's Scholarship Fund accounts.
2. **Payment is due on the 1<sup>st</sup> of the month. After the 5<sup>th</sup>, a \$25.00 late fee will be assessed. If tuition is not paid by the 5<sup>th</sup> of the month, the student will be subject to dismissal without further notice.** ALL payments must be made by personal check, money order or cashier's check. Payments may be mailed directly to the school address at **3748 Beatties Ford Road, Charlotte NC 28216** or paid at the front office. A drop box is available on the office door for after-hours payments.
3. Registration fees will be only 50% at the beginning of the second semester.
4. No school board member is authorized to make exceptions to these policies. The head of the finance committee and the school treasurer will be present on registration day to answer questions you may have with respect to these and other policies.

(7)

5. It is the policy of the school to release information such as report cards and transcripts, ONLY when the final bill for the family is paid in full. Graduating students with unpaid bills will be allowed to participate in the graduation ceremony and activities, but diplomas will also be held.
6. There will be a \$25 fee for each returned check. No more checks accepted after two returned checks.
7. The school reserves the right to take legal action to collect ignored past due balances. Such accounts will have any costs incurred in the collection of unpaid balances added to the account.

In order for a student to be formally registered and be permitted to attend classes on the first day of school, the following financial obligations MUST BE MET before the first day of school:

1. The payment of all past due tuition and all other charges from the previous school year.
2. The first tuition payment.
3. Payment of the registration fee. The registration fee includes the rental of textbooks, instructional supplies, insurance costs, classroom supplies, yearbook, Iowa achievement testing, and computer instruction.
4. A signed financial contract (NO CONTRACT WILL BE EXTENDED BEYOND THE MONTH OF MAY) and a handbook agreement are on file.

## **REFUND POLICY**

If a student withdraws from the school prior to the end of the school year, the charges will be assessed as follows:

1. The registration fee is non-refundable.
2. Charges will be figured on a per day basis. Then the per-day fee is multiplied by the number of days the student was enrolled in the school. The balance will be payable to the school, or if there is a credit, a check will be issued to the parent for the exact amount.

## **ATTENDANCE**

All students enrolled in the school are expected to be punctual and regular in attendance. Absences for medical appointments, sickness, and/or death in the family are considered legitimate excuses. Written excuses from a parent or guardian are required for all absences, and will be kept on file until the end of the school year. Unless

**the work missed is satisfactorily made up, a student absent more than 15 percent (7 days) per quarter (including excused absences) may forfeit his grade for that period.**

**Tardiness:** Student tardiness is defined as failure to be in a place of instruction at the assigned time without a valid excuse. **Consequence** – A total of 10 tardies will constitute 1 class absence.

**Excessive Absences:** Excessive absences are defined as excused or unexcused absences which are felt to adversely affect the student's educational process (unless due to extended illness or other severe family circumstances). A 2-hour or more absence from school will count as a full day absence. **Consequence** – A total of 12 absences in a given academic year will constitute retention at the current grade level.

**Reporting to Class:** If a student arrives before 7:45 a.m., they should report to the Commons Area and wait until scheduled classes begin. If a student arrives at 7:45 a.m. or beyond, they should report directly to their assigned class. **If a student arrives after 8:00 a.m., they will be considered tardy for the assigned class.** Parents should sign in at the school office when their child is late and receive a pass to enter class.

**Morning Worship:** Morning worship will be held in the individual classrooms, with the exception of Mondays and Fridays when worship will be held as a group between 8:15 and 9:00 a.m.

It is important to the future of the child to develop habits of punctuality. Cooperation of the home and the school is important in continuing development of these habits, which are basically appreciation and respect for the time of others. It is preferred that students arrive no earlier than fifteen minutes before their first class and depart no later than fifteen minutes after their last class or school sponsored activity. This gives the child time to get organized and ready. It is very disruptive to the class and embarrassing to the student when they enter the classroom late. To promote this and to address the issue of security, **the parent or driver will be required to come in and sign in your child if your arrival is beyond 8:00 a.m.** Your child or riders will not be able to pass to their classroom without the adult's signature and explanation of tardiness. Five negligent tardies may result in consultation with the school administration, and ten such tardies will suspend the student until the matter can be corrected.

**Also, any early pick-up of your child will also require "signing your child out." If your child is to be picked up by anyone else at the end of the day, arrangements must be made in advance by a note to the teacher and the office or a phone call from the parent. The teacher cannot dismiss the student to anyone other than the parent or guardian without prior parental approval.**

**STUDENT DISMISSAL:** When parents arrive to pick up their children in the afternoon, we ask that you please wait in the school lobby or in the Commons Area until your child's class is dismissed by the teacher. Children will be brought out of the classroom into the area where parents are waiting. Please do not go directly to classrooms to collect your children or stand at classroom doors waiting for your children. There may be last-minute instructions that the teacher needs to give students before they are dismissed. We ask that you please be respectful of this request.

Upon dismissal from class, to ensure the safety of our students and to satisfy insurance and supervision policies, we require that the students be located in one of the following places:

- a. In the classroom, or
- b. In their car waiting to leave, or
- c. At their parent's side

At 3:30 p.m. ALL remaining students who are not officially enrolled in after-school care, will be sent to after-school and you will be billed \$10.00 per child per day.

## **BEFORE/AFTER-SCHOOL CHILD CARE**

BJA understands that family work and school schedules offer many challenges to the daily routine. Because of this, before & after school care has been established. In order to utilize this service parents must register for it. There will be a Before-school coordinator available from 6:45 until 7:30 a.m. **Children who are not registered for the Before-school program may not be dropped off any earlier than 7:30 a.m. If you bring your child before 7:30 a.m. and he/she is not enrolled in Before-school care, you will be charged \$10.00 per child – payment due immediately!!!**

In the afternoons, **unless a child is formally registered in the after-school program, parents will be charged \$10.00 per child per day for any student that is left beyond 3:30 p.m. Mon.-Thurs. or 2:30 p.m. on Fridays.** Late charges WILL NOT be added to tuition, but must be paid immediately. Students will not be allowed to return to school if late fees are not paid within two days of your child being held in after-school.

**There will be a \$10 registration fee per child to formally register your child for the before and/or after-school programs. (Before-school hours: 6:45 a.m. to 7:30 a.m. After-school hours: 3:00 to 6:00 p.m. Monday-Thursday and 2:00 to 6:00 p.m. on Fridays). Please contact the school office for weekly/daily rate information.**

## **INCLEMENT WEATHER**

In the event of inclement weather, our school will usually operate on the same schedule as the Charlotte-Mecklenburg School System; however, changes may occur. School closing information will be broadcast by 5:00 a.m. on the major news networks.

## **PARENT/TEACHER CONFERENCES**

Grades will be reported every nine weeks. Parent/Teacher Conferences will be scheduled at the end of the first quarter and third quarter. Additional conferences can be scheduled at the request of the teacher or parent. These should be scheduled at the end of the school day. Please do not request appointments with the teacher either before or during school hours.

## **ACHIEVEMENT TESTS**

The Iowa Test of Basic Skills (ITBS) is given annually to all students. It is important that all students be in school during this time as tests are used to help assess the strengths and weaknesses of the individual students. A report of the results will be provided to each parent upon their receipt by the school.

## **COMMUNICATION**

The "BJA Gazette " the school newsletter, will be sent home on a monthly basis. Please encourage your children to bring these home so you may be aware of current and upcoming activities and events at school.

## **LUNCHES**

Parents should plan to provide their children with a healthy, nutritious lunch to be sent with the student each day. Security dictates that lunches brought to the students after they have arrived in the morning be dropped off in the office with their name on them. A refrigerator and microwaves are made available to students for meal storage and/or heating. Because of licensing regulations, the kitchen is off limits for the student. No food is to be eaten in the halls or parking lot area. Lunches are to be eaten in designated areas only and at lunchtime only!

Because the school advocates the healthful benefits of a vegetarian diet, we consequently prohibit only the use of unclean meats as stated in Leviticus 11. These include pork of any kind, shellfish, etc. It is requested that students do not bring drinks

containing caffeine, such as coffee, tea, and any carbonated drink that lists caffeine as an ingredient. We also encourage parents to minimize products that contain large amounts of sugar.

## **GUM POLICY**

Because we want the students to develop good health habits, and because we wish for our carpet and desks to remain clean, gum chewing is not allowed on the school premises at any time. Non-compliance will result in a \$3.00 fine that must be paid before the student returns to school the next day.

## **MEDICATION DISPENSING POLICY**

### **Dispensing Medicines** *(See Southern Union Policy book item# 1250,1251)*

The administering of medication by the staff of the school system to students will be permitted if it is not feasible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event the administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration of the medication as detailed below. The reason for this policy is that an allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. The most common symptoms are: rash, itching, swelling, breathing problems, nausea, diarrhea or bluish color of skin.

1. The principal or office staff (having informed and secured approval by the principal) will be responsible for administering medication to students and storing all medication in a reasonably secure location.
2. All medications must be brought to the principal or staff for administering them in the original pharmaceutical containers, clearly labeled as to the name of the students, the name of the medication, the appropriate dosage and the time for each dose.
3. Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, will file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and in a form prescribed and made available by the Conference K -12 Board of Education and attached to this policy. The form will provide clear instructions from the prescribing physician as to the method or manner

in which such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardian will authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.

4. The staff member administering the medication will be responsible for maintaining a log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication.
5. Any time a student is to be taken off a permanent medication that affects the student's health during the school day, BJA should be notified in writing from the physician.
6. Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may be administered to students by the office staff, providing the Conference medication dispensing form is completed by the parent. Students may self-administer non-prescription medicines providing these medications are kept in the school office and are taken under the supervision of the office staff.

First aid care is available in the office for students who are injured at school. Students **MUST** report all injuries, no matter how minor, to the staff member who is supervising them at the time. **The school cannot be responsible for unreported injuries.**

When a student becomes ill at school, the parent will be requested to come and pick up the child. A child who is ill should remain at home for the good of the child and his/her classmates.

## **INSURANCE**

Accident Insurance is provided by the Conference for each child and is paid for in the initial registration fee. Claims are to be filled-out by the teacher/supervisor, and then by the parent before given to the hospital or doctor as the insurance company dictates. See the office for the forms.

The insurance company, Christian Educators Insurance Trust, is the primary insurance company with coverage of up to \$25,000 per accident. This policy is in effect when the student is:

- a. On the school and church grounds during regular hours

(13)

- b. Traveling directly to and from home for regular school sessions
- c. While participating in an activity solely sponsored and supervised by school authorities

Should a student be injured under these conditions, they must file a report with the school secretary within 24 hours from the time of the accident.

### **FIELD TRIPS/CLASS TRIPS**

Field and class trips are an integral part of the educational experience at BJA. All students are encouraged and expected to participate in these trips. For some trips, a small fee is required. BJA will endeavor to keep costs to a minimum and will try to give as much advance notice as possible. Students who cannot attend may be required to do a project in lieu of attendance.

Occasionally, student behavior may prompt the staff to decline attendance on field trips. Especially extra-curricular trips such as ski trips, mid-winter parties, the 8th grade class trip, etc., these are a privilege, not a right, and all work must be current. It is also expected that BJA Standards of Conduct and Dress will be observed during these trips.

Prior to participating in a trip, the faculty must have written permission from the student's parent(s) or guardian(s). Parents providing transportation for field trips are asked to provide proof of liability insurance, and to assure correct use of seatbelts as required by North Carolina law.

### **TELEPHONE USAGE**

The school phone is provided to serve the students and faculty for school related communications. Teachers and students will not be called from class to answer the phone during school hours except for an emergency. Important messages will be relayed in a timely manner. Students should not ask to use the phone except in an emergency. The teacher will issue a phone pass after approval. Phone calls are to be limited to 3 minutes.

## VISITORS

Parents are always welcome at school and they are encouraged to visit the classrooms. **All visits must be previously arranged with the classroom teacher(s). For security purposes, visitors will be required to sign in at the office and wear a visitor's badge during their stay.** Preschool children should not be in the classrooms during school hours and must be under direct adult supervision whenever on the campus.

Students from other schools are not allowed to attend classes at BJA without approval from the principal.

## VEHICLE POLICY

All vehicles are expected to enter and leave the premises in a safe manner, obeying the posted/published speed limit and traffic flow directions. A safe distance needs to be maintained from pedestrians, school property, and other vehicles.

## PROGRAM OF STUDIES AND EVALUATION

### Curriculum

The curriculum for the elementary grades (K-8) consists of instruction in Bible study, reading, mathematics, language arts, sciences, social studies, music, and physical education. The curriculum is regulated by the Southern Union Conference Office of Education. We are allowed to offer courses specifically outlined by them.

### **Textbook Policy**

The Southern Union K-12 Board of Education voted the following statement to be printed in the school handbook.

Textbooks constitute an important part of the curriculum in all schools, including Seventh-day Adventist schools. However, a good class is not based solely on the textbook. In other words, the textbook is not the sole curriculum of the class. The

teacher uses the readings and other resources in the textbook as a major ingredient for student assignments in addition to other carefully selected materials. This does not mean that the textbook is the "final authority" or the "gospel truth" of the class, but is one of many classroom resources.

In some subject areas, the Seventh-day Adventist church spends millions of dollars to produce its own textbooks. But in some subjects, the church has felt they could utilize some of the excellent textbooks already available in the general market. Before allowing a church school to purchase such books, the North American Division of Seventh-day Adventists Church Office of Education has a very careful process of evaluating and recommending approved textbooks. The evaluators include Adventist teachers and administrators who carefully study the books to determine their suitability for Adventist schools. Textbooks with a pervasive philosophical approach counter to Adventist teachings will not be approved. Other textbooks will meet the high standards required for approval. However, even the best approved textbooks sometimes contain inaccuracies. Some of these are factual errors, while others represent differences in opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out the errors or differences, and this also gives the teacher an opportunity to discuss with your children important ideas they will be confronting at the present time or in the future as they further their education. Since the Adventist teacher will be emphasizing that the textbook is not the "Bible" of the classroom, students will be taught to read critically and thoughtfully every textbook, under the careful guidance of the classroom teacher. As students then enter the broader world, they will be better prepared to deal with the many challenges their belief system will face, having been made aware of these potential areas under the thoughtful guidance of a dedicated Adventist teacher.

### **Extra-Curricular Activities**

The curriculum of Berean Junior Academy is also supplemented by a variety of activities that promote Christian values in worship, service to mankind, leadership skills, and overall development of the physical, mental, spiritual, and social realms. This will be demonstrated by the following features:

- Assembly programs
- Community guests
- Extra-curricular activities
- Field day events
- Field trips
- Fund raising activities
- Involvement in H&S citrus program
- Involvement in chapel and worship services
- Science Fair/Spelling Bee

- Outdoor education
- Outreach opportunities
- Silent Praise sign language group, school chorus and hand bell choir
- School parties & social events
- School yearbook publication
- Student Government Association
- Volunteer service programs/Mission Trips
- Week of Prayer - Fall & Spring

## **HOMEWORK**

Homework is generally regarded as assignments to be done outside school hours. As a general rule, progressively more homework is assigned beyond the sixth grade. Usually, normal class assignments in grades 1-6 are designed to be completed during the regular school day if a student makes economic use of time. Upper grade students will need to do readings in religion, history, English, and science. Additional research and experimentation will be given as deemed necessary.

Homework is given to accomplish the following purposes: (1) drill of essential material, (2) practice of material to be mastered, (3) as remedial activity, (4) for learning through special projects, reports, and compositions.

Parents can help children with work at home by providing a wholesome atmosphere completely free from undue strain, pressure, and distractions. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually.

The responsibility of completing homework and turning it in when it is due is a major factor in the training of personal management. Not only does it affect the student's current grade status, but also whether the student will be allowed to remain in school. If homework is not turned in on a regular basis, you will be asked to withdraw.

## **LIBRARY**

The school library is composed of a number of volumes which is added to and upgraded each year by the A.N.G.E.L. (Adventist Network of General Educational Libraries) program, a library service sponsored by the Southern Union Conference.

It is the policy of the library to charge a late fee of \$. 10 per day per book to a maximum of \$5.00 per book. If a book is over 30 days late, it will be considered lost and a lost book fee will be assessed. The fee for this is \$10 for paperbacks and \$20 for hardback books. The cost of replacing it will be charged to the student's school account.

## PROGRESS REPORTS

The school year is divided into four quarters or grading periods. Two quarters make up one semester, and therefore, there are two semesters in the school year. Progress reports will be issued at the end of each quarter. In addition, mid-term reports will be sent out, as noted on the school calendar, for students in grades K-8. Grades will be reported in the following manner:

Grades K-2	Grades 3-8
E - Excellent or	A - 90-100% - Superior
S – Satisfactory	B - 80-89% - Above Average
N - Needs improvement	C - 70-79% -Average
	D - 60-69% - Below average
	F - 0- 59% - Failure

### Kindergarten

Seventh-day Adventist kindergartens are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being encouraged.

### GPA Rewards

Using the letter grades from each quarter, a GPA can be established for each student in grades 3-8. The student association may be involved in rewarding those students who maintain a minimum of a 3.00 GPA average. A 3.00 GPA constitutes Honor Roll, and a 3.50 for the Principal's List. Many end-of-year awards are based on these achievements.

## DISCIPLINE

Self-government is the object of discipline. Directing this development without hindering it by undue control is the continued study of this school. Discipline begins in the home. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students.

Good discipline in school consists of responsible behavior, which encourages active, cooperative participation by each student. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of Berean Junior Academy and the policies of the South Atlantic Conference Department of Education.

## STANDARDS OF CONDUCT

Reverence for God, Respect for humanity, and Responsibility for one's actions are the three R's of a student's conduct at Berean Junior Academy. Conduct in the classroom should contribute to the learning environment, not detract from it. Parents whose children engage in consistent disruption of classroom routine and/or instructional procedures and cannot be encouraged to gain self-control, will be notified and appropriate action will be taken: **1<sup>st</sup> Offense – Phone call and written referral; 2<sup>nd</sup> Offense – Parent/Teacher/Student Conference and written referral; 3<sup>rd</sup> Offense – All of the above plus a 1-day suspension.**

Students are asked to refrain from bringing the following items to school:

- a. Toys (without prior consent of the teacher)
- b. Game or trading cards
- c. Chewing gum (\$3.00 fine)
- d. Candy
- e. Fireworks
- f. Magazines, (without prior consent of the teacher)
- g. Musical tapes or records (without prior consent of the teacher)
- h. Radios, cassette players, television sets, or audio devices

Students are also asked to remember that running is not permitted in the building, and quietness should be maintained so that other classes are not disturbed.

## DISCIPLINARY LEVELS

As BJA classifies different levels of infractions, the maturity and awareness of the student is also taken into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

**The First** level includes minor misbehaviors, which interfere with orderly classroom procedures or orderly operation of the school. At this point, the student has already

been given a verbal warning that has gone unheeded, and the student is counseled with privately. A written notice is placed in the teacher's anecdotal file.

**The Second** level includes misbehaviors, the frequency or seriousness of which tends to disrupt the learning climate of the school. These generally, but not always, represent a repetition of Level I misbehavior. An incident report and/or behavioral contract addressing the problem will be assigned for the student to fill out under teacher or office staff supervision. Then the student will be required to place a call to the parent explaining the situation and proposing a mutually agreed plan of how it will be resolved. The child then will either be allowed back to the classroom or placed in isolation to finish his/her assignments for the day, an in-school suspension.

The incident report and/or behavior contract will need to be examined at home, signed by the parent, and returned before the Student can re-enter the classroom the next day. This contract is filed under Student Records. This method encourages the proper teamwork between the home and the school.

**The Third** level includes acts directed against persons or property, or by intention is harmful to the health and safety of others in the school. It also could be continued unmodified behavior, which has become a constant disruption to the orderly flow of the operation of the classroom or school.

## ZERO TOLERANCE POLICY

Problems in any of the following areas **can** result in immediate **suspension**:

1. Sexual harassment or implications of a sexual nature, including the use of words, gestures or pictures.
2. Display of romantic affection.
3. Experimenting or dealing with the occult, astrology, or psychic phenomena.
4. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling
5. Skipping class or chronic tardiness to class.
6. Critical or poor attitude toward school or staff.
7. Undermining the religious ideals of the school.
8. Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expense will be the student's responsibility.
9. Bringing to school distracting items such as MP3 players, IPOD's, CD/cassettes or players, videotapes, video games, cell phones, etc.-unless arrangements have been made with the teacher. This includes before and after school.

10. Being a nuisance to the community and bringing reproach upon the school.
11. Committing a breach of conduct outside the school, which has an adverse effect on the reputation of the school.

Problems in the following areas **will** result in the student's immediate **suspension**:

1. Exhibition of violence (punching, kicking, choking, scratching, etc.)
2. The use or possession of any illegal drug (including alcohol or tobacco).
3. Possession on school grounds of a weapon or article capable of doing bodily harm or having the appearance of being able to do so.
4. Using profane or inappropriate language or gestures.
5. Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer.
6. **Communicating threats**, either verbal or written, against a fellow student or staff member.
7. Writing notes with regards to other students or staff members.
8. Leaving school campus without permission.

The preceding lists are not to be considered all-inclusive.

The student will be sent home for a 1 to 10-day suspension. School assignments may not be made up. An appointment for a student/parent/teacher/principal conference, will need to be made before the student may re-enter the classroom.

Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Berean Junior Academy. After two suspensions, the BJA School Board is notified of the status of the student's behavior. Upon the next incident, the student will be asked to come before the BJA Disciplinary Committee for disciplinary action or to withdraw immediately.

Re-admission to BJA the following year will be dependent upon the discretion of the School Board after thoroughly discussing the existing situation with the parent and child. Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually or in jest) a teacher, staff member, or another student with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the South Atlantic Conference Education Office.

When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or Conference education office.

The **assault** of another student or staff member will result in immediate removal from the academy. Our emphasis is on Zero Tolerance.

## **STUDENT SEXUAL HARASSMENT**

Berean Junior Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

## **INTERPRETATION OF SCHOOL POLICY**

Should subjective interpretations of school policy be necessary, the teacher may make that interpretation. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policy, if necessary.

The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

## **GRIEVANCE PROTOCOL**

The Conference K-12 Board of Education has voted the following procedure for adoption and use in all schools. The procedure is mindful of due process and founded on the Biblical principles of Matthew 18. Any questions should be directed to the Office of Education.

Parent/Teacher Complaint Procedure:

1. The concerned party is to meet with the teacher alone or as a family to deal with the issue/complaint. Under no circumstances is the issue/complaint to be discussed with any other party. At each instance in which a complaint is registered, the teacher should have the right to address the complaint directly.
- 2a. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the school principal for the purpose of securing assistance in finding resolution. A meeting among the three parties (principal, concerned party and teacher) is to be held with the principal chairing the meeting. The principal is to keep minutes of the meeting including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties prior to the completion of the meeting.
- 2b. Should the grievance involve the school principal, the school board chairman will serve as the facilitator. The South Atlantic Conference Office of Education may also have representation present. If the complaint remains unresolved then the complaint will be referred to the Executive Committee of the School Board. At this point, the Office of Education is to be directly involved.
4. If the aforementioned steps prove unsuccessful and the complaint remains unresolved, a final appeal of the issue can be made to the School Board. In order to insure fairness, the teacher is to be present at this meeting. A representative from the South Atlantic Conference Office of Education will be invited by the school board chairman to participate in the discussion of the issues. Should the concerned party be a member of the school board, he/she will remove himself/ herself from the decision-making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified, in writing of the School Board's decision.

This procedure is summarized in the following chart:

Concerned Party	Teacher				
Concerned Party	Teacher	Principal			
Concerned Party	Teacher	Principal	Executive Committee		
Concerned Party	Teacher	Principal	Executive Committee	School Board	
Concerned Party	Teacher	Principal	Executive Committee	School Board	Conference Education Department

### **PERSONAL PROPERTY DISCLAIMER**

Berean Junior Academy faculty and staff are not responsible for personal property brought to school. It is the individual student's responsibility to keep track of his/her property. Articles of clothing collected during the school day will be placed in the school office in the Lost and Found basket, then sent to the Goodwill after two weeks. Students are now allowed to bring electronics of any kind to school with them, i.e., MP3 players, CD players, cell phones, radios, IPOD's, video games, etc...

### **STATEMENT OF PHILOSOPHY ON PERSONAL APPEARANCE**

As a part of the education to be received at Berean Junior Academy, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives seven broad standards to serve as guidelines for the Christian in their overall appearance. They are:

1. Attractiveness
2. Modesty
3. Cleanliness
4. Simplicity

5. Neatness
6. Healthfulness

Also, it has been established that often behavior and learning can be affected by the way we dress. Our purpose is to make a clear distinction between recreational and classroom attire. It is certainly not our purpose to use this dress code as a perfect standard to be modeled by all Christians. Based on this philosophy, we have established the following dress code. This is to be followed every school day and at all school functions, unless otherwise stated.

Parental help in monitoring student dress BEFORE arrival at school is anticipated. If you are unsure about the attire, following this simple rule will avoid another trip home for clothes, or the child missing a day's classes. When in doubt, ask a teacher PRIOR to wearing it to school. Final determination will be the principal's decision.

## STANDARDS OF DRESS

### **General Appearance:**

1. Clothing is not to be tight.
2. Clothing is not to have holes, rips, or tears.
3. Extreme or bizarre styles in hair and clothing are not permitted.
4. Rings, earrings, bracelets, and necklaces may NOT be worn.
5. Non-dress hats may not be worn in the classroom.
6. Make-up is not allowed. Nail polish must be clear (no colored polish allowed).
7. Dresses or skirts may not be shorter than the top of the knee when standing.
8. Long shorts may be worn during hot weather.
9. K-8<sup>th</sup> dresses, skirts and shorts may not be shorter than the top of the knee when standing.
10. The following types of shirts may NOT be worn to school:
  - Tank tops
  - Sleeveless tops
  - Mid-riff tops
11. All pants must be classic style, high inseam, and worn with the beltline at the waist of the wearer.
12. No underwear is to be showing above the pants.
13. The following types of writing or pictures may not be worn on shirts.
  - Sports teams or sports clothing
  - TV shows
  - Movies
  - Music groups
  - Music themes

- Double meaning
  - Anything that is contrary to traditional Adventist life style.
14. No thong-type shoes, sandals, or hee-lies.
15. **Students are NOT ALLOWED to wear mohawks or other artistic designs in their hair (male or female). Braids, twists, locks, etc., must be NEAT at all times. Afros cannot be more than 1 inch in length.**

### **Dress Code Violations**

Students who attend school dressed inappropriately WILL BE required to make the necessary changes before attending classes. Any tardiness or absence from class due to inappropriateness of dress will be un-excused. Repeat offenders will be referred to the school office for disciplinary action.

### **Statement of Dress for Volunteers**

Recognizing the role that volunteers play in the success of our school, it is expected that all volunteer helpers will dress in harmony with the above stated dress code. It is hard to enforce these codes on young people when adults who are helping them do not follow the same guidelines.

### **Uniforms**

- All students may wear knee-length dress shorts through September 30<sup>th</sup>.
- Girls in grades K thru 8 can wear dress pants or knee-length dress shorts with tights beyond September 30<sup>th</sup>.
- Girls in grades K-8 can wear skorts.
- Gym uniforms are to be brought in a gym bag on gym days only.
- Shoes for classrooms must be black, dark brown or blue only.
- Gym shoes are to be worn at gym and play time only.

## **CURRENT SCHOOL UNIFORM CODE:**

Monday: Full Dress Uniforms (Class A)

- Boys: Solid navy blue pants (NO cargos), white button-down dress shirt, navy blue tie and navy blue embroidered cardigan sweater or sweater vest (during the Fall and Winter months)
- Girls: Plaid skirt or plaid jumper, white peter pan collar blouse, plaid criss-cross tie and navy blue embroidered cardigan sweater (during Fall and Winter months)

Tuesday: (Class B Uniforms)

- Boys (K-5<sup>th</sup>): Solid navy blue pants/shorts (NO cargos), hunter green or yellow embroidered polo shirt. Boys (6<sup>th</sup>-8<sup>th</sup>): Khaki pants (NO cargos), black or royal blue embroidered polo shirt.

- Girls (K-5<sup>th</sup>): Solid navy blue skirt/jumper/shorts/pants (NO cargos), hunter green or yellow embroidered polo shirt. Girls (6<sup>th</sup>-8<sup>th</sup>): Khaki skirt/pants/jumper (NO cargos), black or royal blue embroidered polo shirt.

Wednesday (Class B Uniforms)

- Boys (K-5<sup>th</sup>): Solid navy blue pants/shorts (NO cargos), hunter green or yellow embroidered polo shirt. Boys (6<sup>th</sup>-8<sup>th</sup>): Khaki pants (NO cargos), black or royal blue embroidered polo shirt.
- Girls (K-5<sup>th</sup>): Solid navy blue skirt/jumper/shorts/pants (NO cargos), hunter green or yellow embroidered polo shirt. Girls (6<sup>th</sup>-8<sup>th</sup>): Khaki skirt/pants/jumper (NO cargos), black or royal blue embroidered polo shirt.

Thursday (Class B Uniforms)

- Boys (K-5<sup>th</sup>): Solid navy blue pants/shorts (NO cargos), hunter green or yellow embroidered polo shirt. Boys (6<sup>th</sup>-8<sup>th</sup>): Khaki pants (NO cargos), black or royal blue embroidered polo shirt.
- Girls (K-5<sup>th</sup>): Solid navy blue skirt/jumper/shorts/pants (NO cargos), hunter green or yellow embroidered polo shirt. Girls (6<sup>th</sup>-8<sup>th</sup>): Khaki skirt/pants/jumper (NO cargos), black or royal blue embroidered polo shirt.

Friday

- Boys (K-5<sup>th</sup>): Blue jeans, hunter green or yellow embroidered polo shirt, sneakers. Boys (6<sup>th</sup>-8<sup>th</sup>): Blue jeans, black or royal blue embroidered polo shirt, sneakers.

In keeping with the previous policies and practices, black or navy blue shoes with dark tights/stockings/socks should be worn by the girls in grades K-5<sup>th</sup> – NO leggings. All black shoes with black socks/tights/stockings should be worn by girls in grades 6<sup>th</sup>-8<sup>th</sup>. ALL boys should wear all-black shoes ONLY with black socks. All male students should have shirts tucked in with a belt around the waist at all times. Female students who wear pants, shorts, etc., must also wear a belt with shirt tucked in at all times.

## **CURRENT GYM UNIFORM CODE**

Girls/Boys: Navy blue gym shirts with school logo, solid navy blue sweat pants or shorts (through September), sneakers (worn during P.E. only).

**All embroidered items, gym shirts, ties and plaid skirts CAN be purchased from [www.landsend.com](http://www.landsend.com) .**

**(ALL Uniform Codes are Subject to Change)**

**BJA STUDENT HANDBOOK**  
**CONTRACT**

This certifies that I have received and read the student handbook for Berean Junior Academy and have shared this information with my child. My child and I agree to abide by the rules and regulations set forth in this Handbook in order for my child to be a part of the Berean Junior Academy learning experience.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)



**INTERNET ACCEPTABLE  
USE REGULATION**

**Berean Junior Academy**

Berean Junior Academy provides Internet access to all students. Access to the Internet is a privilege provided to students solely to support student education, research and career development and is therefore subject to certain restrictions as may be set forth by the Berean Junior Academy School Board and principal. The provisions of this regulation apply to all student users of the Berean Junior Academy Internet Service and include all aspects of student network use, including student-created Web pages and e-mail accounts. Violation of any provisions of these regulations may result in cancellation of the student's access to the Internet and possible disciplinary actions.

**I. Access to Information**

The internet provides access to computer systems located all over the world. Berean Junior Academy shall inform student users and the parents of minor students that Berean Junior Academy cannot completely control the content of the available information. The information accessed by students may be controversial and offensive to certain students and parents. However, the benefits from the valuable information and interaction available to students outweigh the disadvantages of the possibility that students may find inappropriate material. Berean Junior Academy does not condone the access to or use of such information and takes precautions to inhibit access to them. Parents are encouraged to instruct their children regarding materials that the parent does not want the student to access.

**II. Goals and Accessibility**

**A. Berean Junior Academy Goals for student use:**

1. To support the implementation of the Southern Union and NAD curriculum.
2. To enhance learning opportunities by focusing on the application of skills in information retrieval, research skills and critical thinking.
3. To encourage career development.
4. To promote learning.

**B. Access to Information (Students will be able to access information that may include):**

1. Information, news and resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources.
2. Public domain and shared software.

### **III. Acceptable Uses**

#### **A. Purposes of Use**

All uses must have an educational purpose and be in compliance with the behavior guidelines for Berean Junior Academy. Students may also, under the direction of appropriate staff, create and maintain school Web pages or e-mail communications.

#### **B. “Netiquette Rules”**

Students must be taught the importance of discretion and appropriate, safe behavior when using the Internet to access information. Users must adhere to the Berean Junior Academy rules of etiquette (“netiquette”).

These rules include, but are not limited to, the following:

1. Be polite at all times
2. Use appropriate language; use of profanity, vulgarity and other inappropriate language will not be tolerated
3. In any electronic communication, students must not reveal personal information about others, such as full name, personal address or phone numbers.
4. Students should not release their own personal information unless such release supports a student’s education or career development. As set forth in Section VII below, Berean Junior Academy is not responsible for any damages or injuries suffered as the result of a student releasing personal identification information.

### **IV. Unacceptable Uses**

#### **A. Penalties for Unacceptable Uses**

Any student who violates the following rules are subject to disciplinary consequences set forth in the Student Handbook, which may include termination of internet privileges, long-term suspension or expulsion, as well as possible prosecution or civil penalties under federal or state law.

#### **B. Unacceptable Uses**

Transmission of material in violation of any federal or state law or regulation or any Berean Junior Academy policy or regulation is prohibited. Unacceptable uses include, but are not limited to, the following types of conduct:

1. Taking any actions that may disrupt or disable the Berean Junior Academy Internet Service.
2. Knowingly introducing or attempting to introduce viruses into the system.
3. Unauthorized access (“hacking”) into computer systems or networks.

4. Encouraging or committing unlawful acts or using the Berean Junior Academy Internet service to promote illegal activities.
5. Accessing or using threatening or obscene materials.
6. Accessing pornography.
7. Using discriminatory, defamatory, offensive or harassing statements or language including disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religious or political beliefs.
8. Sending or soliciting abusive or sexually oriented messages or images.
9. Accessing material that is harmful to minors.
10. Violating copyright laws, including duplication of software or plagiarism.
11. Providing political or campaign information or lobbying for a political cause or candidate unless directly connected to an instructional activity.
12. Operating a business for personal gain, sending chain letters, or soliciting money for any reason.
13. Posting photographs or school work for an individual student on student-created Web pages without gaining student and/or parent consent.
14. Posting personal information about students or staff without proper authorization.
15. Forwarding personal communications without the author's prior consent.
16. Accessing personal or social websites from school computers.
17. Distributing material protected by trade secret.

**V. Monitoring and Filtering**

**A. Monitoring**

Berean Junior Academy will monitor the online activities of students.

**B. Filtering**

Berean Junior Academy will maintain centralized software in order to provide Internet control and filtering. The filtering software is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote and encourage illegal activities of any kind.

**VI. Privileges**

As stated above, the use of the Berean Junior Academy Internet Service is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation may result in limitation or cancellation of user privileges and possible disciplinary actions under appropriate federal or state statutes, or the Berean Junior Academy Handbook. Activity by users is not confidential or private.

**VII. Disclaimer**

The Berean Junior Academy School Board will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions or a student's mistakes or negligence, costs incurred by students or a

student's parents or the accuracy or quality of information received from the Internet. The user accepts personal responsibility for any information obtained via the Berean Junior Academy Internet Service.

**VII. Security**

Security of the Berean Junior Academy Internet Service is high priority. Any attempts made to tamper with the service, individual user accounts, software applications, to access the system using the name and password of another student or staff member, or the sharing of a password will result in cancellation of privileges. Students and technology personnel will have access to all password information. Electronic mail is not guaranteed to be private and teachers and technology personnel will have access to all e-mail. E-mail messages related to illegal activities will be report and proper disciplinary action will be taken.

**IX. Vandalism**

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the Internet service, computer equipment, or the data of anyone connected to the service. This includes, but is not limited to, uploading, creating or transmitting computer viruses or worms. Vandalism of services, computer systems, including unauthorized access, is a violation of the law and of the Berean Junior Academy Handbook.

**X. Agreement**

All students must accept the terms of the Student Internet Use Agreement Form prior to accessing the Berean Junior Academy Internet Service. Parents of students under age 18 who do not wish to allow their children to access the Internet must complete a "Parent Revocation of Student Internet Access" form.

**XI. Consequences for Violations**

Students who violate the "Netiquette Rules" for Berean Junior Academy shall be subject to the following consequences:

- 1<sup>st</sup> Offense     Principal Conference
- 2<sup>nd</sup> Offense     Parent Conference
- 3<sup>rd</sup> Offense     Suspension for 1-3 days

Students who violate the "Unacceptable Uses" policy for Berean Junior Academy shall be subject to the following consequences:

- 1<sup>st</sup> Offense     Parent/Principal Conference
- 2<sup>nd</sup> Offense     Suspension for 1-3 days
- 3<sup>rd</sup> Offense     Suspension for 5-10 days



**INTERNET ACCEPTABLE  
USE REGULATION**

**Berean Junior Academy**

**BEREAN JUNIOR ACADEMY  
STUDENT INTERNET USE AGREEMENT  
GRADES K-5**

*Students must accept this Agreement before they can log on to a Berean Junior Academy computer that is connected to the Internet*

I understand that my school has computers and Internet access so that I can learn more about what I am studying in my classroom. There are rules in the Parent-Student Handbook that I must follow, if I want to use the Internet at school. My teacher explained these rules to me and I understand them. If I do not follow the rules and the directions of my teacher when using the Internet, I may not be allowed to use the Internet at school. Not following these rules may also mean I have broken the rules of the Berean Junior Academy Student Handbook. I understand that I could be disciplined or even suspended from school for disobeying the rules and the instructions of my teacher.

I agree to follow all the rules for using computers and the Internet at Berean Junior Academy.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent required to sign for students in grades K-4<sup>th</sup>)

**Complete Form and Return to School**



**INTERNET ACCEPTABLE  
USE REGULATION**

**Berean Junior Academy**

**BEREAN JUNIOR ACADEMY  
STUDENT INTERNET USE AGREEMENT  
GRADES 6-8**

*Students must accept this Agreement before they can log on to a Berean Junior Academy computer that is connected to the Internet*

I agree to the following:

1. My use of the Internet at school is a privilege and not a right.
2. I agree to use the Internet for instructional purposes, research and career development only.
3. I understand that the school has full rights and access to any material that I create or post using the Internet service of Berean Junior Academy.
4. I have read and understand the "Netiquette Rules" and agree to abide by said rules.
5. I have read the Unacceptable Uses policies and agree to abide by these policies.
6. If I did not understand any of the terms used in the "Netiquette Rules" or the Unacceptable Uses, I have asked my teacher to explain them.
7. I understand that, if I do not follow all rules and regulations regarding using the Berean Junior Academy Internet service, I will lose my Internet access privileges and may be subject to disciplinary action including, but not limited to, suspension.

I have read all of the information written above and understand it. I agree to follow all of Berean Junior Academy's student internet use rules when using a school computer to access the Internet.

I agree to follow all of the rules for using computers and the Internet at Berean Junior Academy.

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete Form and Return to School**



**PARENT REVOCATION OF STUDENT INTERNET ACCESS**

**Berean Junior Academy**

**Parents who do not want their child to be able to access the Berean Junior Academy Internet while at school must complete this form and return it to their child’s teacher.**

I do not want my child, \_\_\_\_\_, to be allowed to use a Berean Junior Academy school computer to access the Internet. By signing below, I also acknowledge that, without access to the Internet at school, my child will not be able to do all or some of the following activities while at Berean Junior Academy that may require Internet access and will be required to conduct these activities in the home or other outside setting:

1. Perform online research
2. Access online learning tools
3. Work with another student who has Internet access

Student Name: \_\_\_\_\_  
(Last) (First) (Middle)

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent Address (if different from student): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete Form and Return to School**